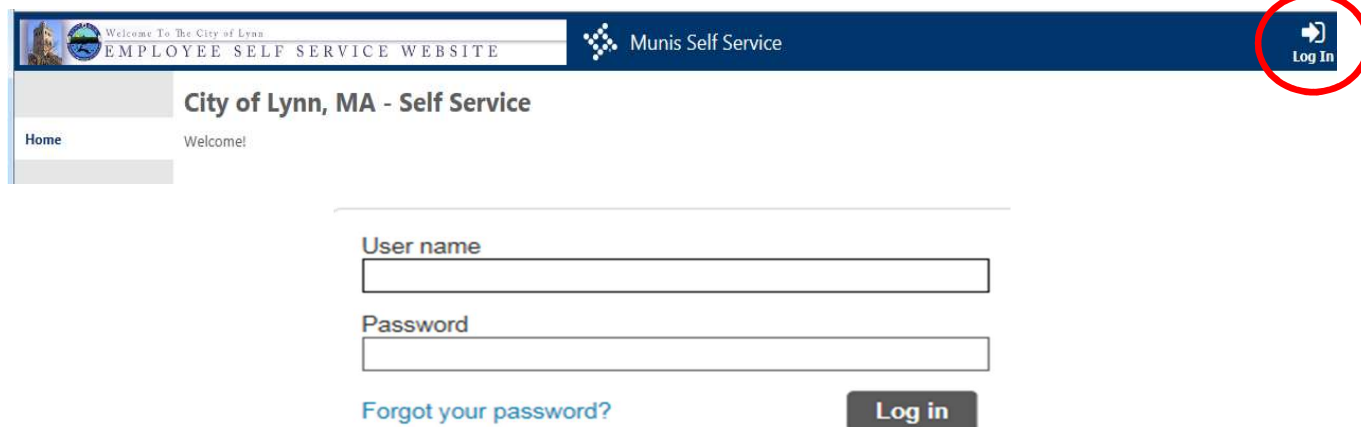# City of Lynn – Employee Self Service

Employee Self Service is a secure web portal that allows employees to access and update some of their personal information through internet access. Employees can view payroll information such as paycheck history, W2 information and W-4 election details.

Employee Self Service can be accessed directly from the link below:

https://lynnma.munisselfservice.com/LogOffConfirmation.aspx

The following page will open. Click on Log In and a User Name and Password box will open.

Your User name is your first initial of your first name, your last name and last 4 digits of your Social Security Number.

Example: Jsmith5555

Initially your password will be the last 4 of your Social Security Number. The first time you log on you will be prompted to change your password. Keep this password – there is no expiration on this password so you'll be able to keep it. Please note: If you have logged in before, your password has changed to whatever personal password you chose. It will not be the last 4 of your SSN after your very first log in.

Enter your user name and initial password (last 4 of your SSN) and click on Log in.

You will then be prompted with the below screen to change your password.

Your new password needs to be at least 8 characters long, contain at least 1 number and contain at least one uppercase character and one lowercase character.

Note that a password hint is required to be filled out in case you forget your password it will be emailed to you.

Click on Employee Self Service to see a summary page with various details.

Once you choose Employee Self Service, in addition to being able to view your information, there are links that are available for you to access.

There are four sections to the Summary page: Announcements, Personal Information, Time off, and Paychecks.

There is a side bar menu that will bring you to different areas to either review or change allowed information.

In this example, we will take a look at the Pay/Tax information.

This screen will give you the ability to look at any payroll check issued to you. If you click on Detail next to the Net Pay you will see the detail of that particular check.

Pay/Tax Information

Showing pay checks for the last 60 months

Check Date	Pay Period	Status	Gross Pay	Net Pay	
5/26/2016	5/15/2016 - 5/21/2016	Cleared	$1,313.28	$758.80	Details
5/19/2016	5/8/2016 - 5/14/2016	Cleared	$1,313.28	$758.79	Details
5/12/2016	5/1/2016 - 5/7/2016	Cleared	$1,313.28	$758.80	Details
5/5/2016	4/24/2016 - 4/30/2016	Cleared	$1,313.28	$758.80	Details
4/28/2016	4/17/2016 - 4/23/2016	Cleared	$1,313.28	$793.97	Details
4/21/2016	4/10/2016 - 4/16/2016	Cleared	$1,313.28	$778.80	Details
4/14/2016	4/3/2016 - 4/9/2016	Cleared	$1,313.28	$781.61	Details
4/7/2016	3/27/2016 - 4/2/2016	Cleared	$1,313.28	$785.86	Details
3/31/2016	3/20/2016 - 3/26/2016	Cleared	$1,313.28	$785.86	Details
3/24/2016	3/13/2016 - 3/19/2016	Cleared	$1,313.28	$785.86	Details
3/17/2016	3/6/2016 - 3/12/2016	Cleared	$1,313.28	$785.86	Details
3/10/2016	2/28/2016 - 3/5/2016	Cleared	$1,313.28	$785.86	Details
3/3/2016	2/21/2016 - 2/27/2016	Cleared	$1,313.28	$785.86	Details
2/25/2016	2/14/2016 - 2/20/2016	Cleared	$1,313.28	$785.85	Details

To view an actual copy of the check you will click on View Paycheck image.

Check Detail

Return to pay/tax information

Overview

Check Date	5/26/2016	View paycheck image
Pay Period	5/15/2016 - 5/21/2016	
Check Number	47212	
Check Status	Cleared	
Gross Pay	$1,313.28	
Net Pay	$758.80	

Pay Breakdown

Pay Type	Hours	Rate	Amount
BASE PAY	27.00	$39.20	$1,058.46
FLOAT	6.50	$39.20	$254.82
Total			$1,313.28

Deductions

Deduction Type	Amount
MEDICARE	$18.60
HLTH HMO-48	$30.41
NAT 457-52	$50.00
FED TAX	$112.83
MA TAX	$58.54
CITY PENSION	$105.06
CITY PENS 2%	$14.73
CITY LIFE-48	$0.68
V LIFE B-48	$10.63
LOC 261 DUES	$8.00
MUN CRED UN	$120.00
ADDL DIR DEP	$25.00
DIR DEPOSIT	$758.80
Total	$554.48

A copy of your actual check/dd advice will be presented and able to print.

Once you are finished looking at that particular payment you will click on Return to pay/tax information in the top right corner.